

Sherwood Public Library
Monthly Management Report
April 2016



Submitted by: Adrienne Doman Calkins, Library Manager

Contents:

- 1) Statistics
- 2) Programs & Activities
- 3) Service Stories

Statistics

Monthly Circulation	Last month	This month	This month last year	% Change from same month last year	% Change from last month
Total check outs (includes digital)	32,087	29,434	28,599	3%	-8.3%
Physical check outs & renewals	30,157	27,584	27,242	1%	-8.5%
Self-checkouts only	8,312	7,777	7,080	10%	-6.4%
% @ self-check	28%	28%	26%	8%	2.3%
Digital checkouts (Library2Go)	1,189	1,100	1,095	0%	-7.5%
Digital checkouts (Cloud Library)	741	750	262	186%	1.2%
Total digital checkouts	1,930	1,850	1,357	36%	-4.1%
% of total checkouts	6.0%	6.3%	4.7%	32%	4%
Check ins	21,717	19,615	19,640	0%	-9.7%
Service Area population	22,485	22,485	22,172	1%	0.0%
Checkouts per capita	1.4	1.3	1.3	1%	-8.3%
Checkouts per card holder	3.0	2.7	2.6	4%	-9.0%

Nearly 3,000 Sherwood Public Library cardholders used services available with a library account this month.

Monthly Patrons	Last month	This month	This month last year	% Change from same month last year	% Change from last month
New library cards	98	83	75	11%	-18%
Total registered users	10,873	10,962	11,042	-1%	1%
Active this month	2,997	2,818	2,747	3%	-6%
% of patrons active this month	28%	26%	25%	3%	-7%

NOTE: Annual database purge March 6, 2016. Pre-purge total was 12,203. Purged 1,398 Sherwood accounts inactive for 3 years.

Collection Development	Last month	This month	This month last year	% Change from last year	% of budget available	% of ordering window for FY left
Count of items added	314	876	330	165%	16.8%	9.1%
Count of items withdrawn (including periodicals)	735	721	521	38%		
Total collection size	47,840	48,081				



Approximately 72% of the collection is in and available at any given point. In addition to the 1.6 million items available countywide, WCCLS currently has over 16,000 e-books available through Library2Go and Cloud Library.

Volunteers	April hours	Equivalent FTE	# of volunteers
Checkin (returns)	89.75	0.52	16
Checkin (tasket processing & holds)	40.75	0.24	8
Homework Helper	28	0.16	3
Requests to fill	25.25	0.15	5
Art of the Story	12.75	0.074	4
Shelving	11.75	0.07	3
Clerical/office asst	11.25	0.06	1
Teen LAB	9	0.05	5
Youth Services Assistant	6	0.03	2
Publicity Courier	2	0.01	1
Grand Total	236.50	1.36	46
Last month	267.25	1.54	46
% change from last month	-13%	-13%	0%
This month last year	260.00	1.27	
% change from last year	3%	21%	



*We had nearly **21,000 visits this month**—nearly **1,400 more** than the same month last year.*

Visits last month	This month	% Change from last month	Visits this month last year	% Change from last year	Open hours this month	Open days	Visits per hour	Visits per day	Avg physical checkouts & renewals per hour
20,680	20,763	0.4%	19,388	7%	256	30	81	692	108

Programs & Activities

Programs & outreach	Jan-16	Feb-16	Mar-16	Apr-16
# of Adult Programs	6	8	7	6
# of Teen Programs	22	24	29	21
# of Youth Programs	39	45	55	43
<i>School-aged</i>	<i>32</i>	<i>31</i>	<i>41</i>	<i>31</i>
<i>Storytimes</i>	<i>17</i>	<i>20</i>	<i>26</i>	<i>21</i>
# of Programs for All Ages	4	2	3	4
TOTAL # of Programs	53	58	70	57
Program participation	1,243	1,282	1,680	1,358
Program participation per FTE	123	127	167	135
Program participation per capita	0.06	0.06	0.07	0.06
<i>Program participation: adult programs</i>	<i>136</i>	<i>101</i>	<i>120</i>	<i>105</i>
<i>Program participation: teen programs</i>	<i>130</i>	<i>94</i>	<i>141</i>	<i>59</i>
<i>Program participation: youth programs</i>	<i>857</i>	<i>1,103</i>	<i>1,441</i>	<i>1,020</i>
<i>Program participation: all age programs</i>	<i>229</i>	<i>141</i>	<i>172</i>	<i>209</i>
<i>Program participation: school-aged</i>	<i>441</i>	<i>311</i>	<i>592</i>	<i>373</i>
<i>Program participation: storytimes</i>	<i>771</i>	<i>870</i>	<i>1,117</i>	<i>903</i>

All Age Programs:

- Beverly Clearly's Birthday Party—53 participants
- National Poem in Your Pocket Day (passive program)—65 participants
- Maid Marian Coronation, Renaissance Singers & Dessert Reception—58 participants
- Art Walk—33 participants

Youth & Family Programs:

- See to Read Alphabet Party—16 participants
- Junior Green Team—30 participants
- Ultimate Builders Academy—23 participants
- Paperback Pals— 6 participants
- Storytimes
 - Saturday Family Storytime – 30 participants
 - Toddler Storytimes, Tuesdays & Wednesdays: 461 participants (8 storytimes)
 - Preschool Storytimes, Tuesdays & Wednesdays: 324 participants (8 storytimes)
 - Baby Time: 88 participants (4 storytimes)

Youth & Teen:

- Homework Help—22 participants (16 sessions)

Adult & Teen Ages Programs:

- Spring Author Series: Melanie Dobson—5 participants
- No Time Book Club—3 participants
- Mind in the Making child development workshop #4— 21 participants
- Art of the Story: Kevin Kling—40 participants

- DIY Craftshop: Paper Flowers— 13 participants
- Library Open House for City staff, board members, elected and volunteers—23 participants
- Fiction Friends— 8 participants
- Teen Scene!— 2 participants
- TeenLAB (2 sessions)— 14 participants

Outreach:

- Helping Hands flyer distribution (Liz Myer)

Other Activities:

- Federal tax forms distribution site. State tax form downloading site.
- Voter registration assistance
- Displays: National Poetry Month, National Library Week, Cowboy Poetry Week, Smart Money Week, 6 Word Story winners & notable entries
- Tour: YMCA Preschool
- Assisting at WCCLS Art of the Story Finale (Jenny Swanson)
- City Volunteer Appreciation Dinner (Jenny & Adrienne)
- Washington County Cooperative Library Services Meeting attendance:
 - Policy Group (Adrienne)
 - Executive Board (Adrienne)
 - Youth Services (Jaime Thoreson)
 - WCCLS Acquisitions (Mary)
 - Summer Reading (Jaime)
- Other meetings (abbreviated):
 - All Library Staff meeting (All)
 - Records Management meetings (Adrienne)
 - City Council (Adrienne)
 - Library Advisory Board (Adrienne)
 - Onboarding new board member (Adrienne)
 - Main Street meeting (Adrienne)
 - Information Services (Adrienne, Jenny, Pinn, Crystal, Jaime)
 - Rotary Peace Conference (Adrienne)
 - Planning for Bilingual Storytime in the Park (Jaime)
 - Pacific Furnishings (Adrienne)
- Staff trainings:
 - Anti-harassment training (all City staff), separate training for supervisors/managers
 - Public Library Association national conference in Denver, CO (Adrienne)
 - Oregon Library Association conference in Bend, OR (Jenny and Kacie Holt)

Service Stories

An elderly gentleman came in today and was very worried because he didn't know if he was registered to vote. He was looking for assistance with how and where to contact the Washington County Elections office as he wanted to go visit and talk with them about getting registered...We

went to the Oregon Secretary of State website “My Vote” and verified that he was already registered and all his information was correct. He was very happy that it was already taken care of and he didn’t have to visit the election’s office in person. --Submitted by Jenny Swanson, Public Services Supervising Librarian

A library patron explained how important the Paperback Pals program is in helping her autistic son experience positive social situations. She expressed how much he loves the book choices and, since she reads the books to him, it provides a mother-son bonding opportunity. The size of the group affords him and experience a large classroom or boisterous soccer club cannot provide.—Submitted by Jaime Thoreson, Youth Services Librarian II.

Kevin Hewitt our second prize winner for Six Word, and his wife shared that he has been trying to be a writer for a while and that this win has boosted his confidence greatly.—Submitted by Pinn Crawford, Adult Services Librarian.

In the News

Winners of Six Word Story contest named

Sherwood Gazette, Friday, 22 April 2016 02:00 | Written by [Adrienne Doman Calkins](#)

Nearly 150 stories from writers of all ages were submitted to the local Six Word Story contest inspired by Ernest Hemingway.

There’s a literary legend that while having dinner with fellow writers of the famous Algonquin Round Table in New York City, Hemingway bet he could write a story in just six words. They bet not. He grabbed a pen and a napkin and wrote: “For Sale: baby shoes, never worn.” They paid up and Hemingway called it his best work.

Sherwood Public Library has held this Six Word Story contest for three years, with the tradition of announcing the winners during National Library Week.

This year’s winners are:

- First prize to Jeff Barker for “A tattered leash hung unused, forgotten.”
- Second place goes to Kevin Hewitt for “Smoke rose from the deserted island.”
- Third-place spot goes to Jeff Kershner for “Drunk, Keys in hand. Walking home.”

Big thanks to this year’s judges: Ray Pitz, Sherwood Gazette editor; Tammy Steffens, city of Sherwood volunteer coordinator; and Elizabeth Beechwood, Forest Grove author.

Prizes included magnetic poetry sets, Friends of Sherwood Library tote bags, and many other goodies to keep our local writers inspired.

Look for a display at Sherwood Public Library of the winners and honorable mentions, along with many other displays honoring how libraries transform their communities, in honor of National Library Week, April 10-16.

Respectfully submitted,

